COMMONWEALTH OF VIRGINIA

Information Technology Resource Management Guideline

PROJECT MANAGEMENT

Department of Technology Planning

Commonwealth Project Management Guideline

Preface

Publication Designation

COV ITRM Guideline GOV2003-02.2

Subject

Project Management Guideline

Effective Date

April 9, 2003

Supersedes

None

Scheduled DTP Review

One (1) year from the effective date, then every two years thereafter.

Authority

Code of Virginia, § 2.2-226
(Powers and Duties Secretary of Technology performing the function Chief Information Officer)

Code of Virginia, § 2.2-1701
(Powers and Duties of the Department of Technology Planning)

Code of Virginia § 2.2-2651
(Powers and duties of the Council on Technology Services)

Scope

This guideline is applicable to all State agencies and institutions of higher education (hereinafter collectively referred to as "agencies") that are responsible for the management of information technology projects in the Commonwealth of Virginia. Local government entities are encouraged to consider the use of this standard for their work.

Purpose

To facilitate and enhance the selection, planning, execution, control, and closure of information technology projects in the Commonwealth of

Virginia. This guideline establishes a comprehensive methodology for projects and document templates to support selection, planning, execution, control and closeout of a project.

General Responsibilities (Italics indicate Code of Virginia requirements)

Secretary of Technology (SoTech)

The Secretary of Technology functioning as the CIO is assigned the following general technology management responsibilities:

- *Direct the formulation and promulgation of policies, standards, specifications, and guidelines for information technology in the Commonwealth, including, but not limited to, those (i) required to support state and local government exchange, acquisition, storage, use, sharing, and distribution of geographic or base map data and related technologies, (ii) concerned with the development of electronic transactions including the use of electronic signatures as provided in § 59.1-496, and (iii) necessary to support an enterprise approach to information technology across the totality of state government, thereby assuring that the citizens and businesses of the Commonwealth receive the greatest possible security, value, and convenience from investments made in technology.*

- *Direct the development of policies and procedures for the effective management of technology investments throughout their entire life cycle, including, but not limited to, project definition, procurement, development, implementation, operation, performance evaluation, and enhancement or retirement.*

Council on Technology Services (COTS)

The Council on Technology Services is assigned the following general technology management rsponsibility:

- *The purpose of the Council shall be to advise and assist the Secretary of Technology in exercising the powers and performing the duties conferred by Article 9 (2.2-225 et seq.) of Chapter 2 of the Code of Virginia.*

The Department of Technology Planning (DTP)

The Department of Technology Planning is assigned the following general technology management responsibilities:

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- *Assist the Secretary of Technology in the development of statewide policies affecting technology at all levels of government, in the business sector, and among the general citizenry.*

- *Develop and adopt policies, standards, and guidelines for managing information technology in the Commonwealth.*

Executive Branch Secretaries and State Agencies

Executive Branch Secretaries and State Agencies are required to comply with the policies, standards, and guidelines for the management of information technology resources in the Commonwealth.

Related COV ITRM Policies, Standards, and Guidelines

- Technology Management Policy COV ITRM Policy GOV 2002-02.1

- Technology Management Glossary COV ITRM Standard GOV 2002-02.1

- Model Standard for Large Scope Projects COV ITRM Guideline 91-3

- Model Standard for Small Scope Projects COV ITRM Guideline 91-4

- Model Standard for Maintenance & Enhancement Projects COV ITRM Guideline 91-5

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